

# Submit your claims with PCSS



**P**ROVIDER  
**C**LAIM  
**S**UBMISSION  
**S**OFTWARE

File your MassHealth claims electronically with **PCSS**  
— securely and for FREE!

*This is an exciting time for the health-care industry as we steadily move toward automation and standardization. The transition is a challenging one for most, but one that will bring many benefits over time.*

*We recognize that although most providers would like to submit HIPAA-compliant electronic transactions now, not every provider can afford to invest in a new billing system or upgrade that will accommodate HIPAA. Therefore, we have developed Provider Claim Submission Software (PCSS), a wonderful resource that is offered to providers absolutely free.*

*Since 2004, PCSS has been enabling providers to submit HIPAA-compliant professional and institutional claims directly to MassHealth free of charge.*

## **With PCSS, you can always count on:**

- NO charge for upgrades;
- NO charge for technical support;
- NO charge for training; and
- Little or NO hardware investment.

We are committed to helping providers minimize the administrative burden of billing. PCSS is a tool that is very much in line with that goal. PCSS is versatile and has many benefits.

- The software is user-friendly and training is available to help you get started.
- PCSS accepts and transmits all HIPAA-compliant bill types.
- PCSS's built-in edits ensure that HIPAA errors do not occur.
- We have support staff on hand to assist you every step of the way.
- PCSS was designed for providers who submit fewer than 3,000 MassHealth claims per year. However, some providers with larger claim volumes also find it useful.

## **Working with Your Billing System**

PCSS can import claims from your current system as long as the data is in national standard format. The system will guide you through the required fields and built-in edits. The claims file is then sent directly to MassHealth through the MassHealth secure claims Web site or to a CD.

## **The Direct Data Entry Approach**

If your MassHealth claim volume is low, you may opt to use the direct-data-entry option. This allows you to enter the claims directly into the system. The claims file is then sent directly to MassHealth through the MassHealth secure claims Web site or to a CD.

## **A Better Way of Billing**

- Built-in edits check the HIPAA-compliance of every claim before you submit it.
- Patient and provider information needs to be entered only once.
- Third-party claims for the coordination of benefits can be billed electronically without attaching an explanation of benefits (EOB).
- Software enables 835 reporting.
- Payments can be posted manually.
- Security can be customized.
- Activities can be scheduled to run in the off-hours.
- Software provides audit and reporting capabilities.
- Installation is simple.
- Software is easy to learn and use.

## **Upgrade Features**

PCSS's unique features make it a great resource for efficient, accurate, and HIPAA-compliant MassHealth billing.

Today, PCSS is better than ever. Enhancements made in recent PCSS package upgrades include:

- multiple claim copying;
- new National Provider Identifier (NPI) field added to the provider tabs on the Reference File Maintenance Form;
- new edit list viewing options; and
- Web browser launch buttons, automatically directing the user to the MassHealth secure claims Web site.

## **PCSS Minimum System Requirements:**

- Pentium 133 MHz processor (11-350 for larger claim volume)
- 64 MB system memory
- SVGA monitor resolution (800 x 600)
- Windows 98, 2000, Me, XP, or NT 4.0
- Adobe Acrobat Reader Version 4.0 or later

## **Free Training**

MassHealth offers PCSS training to help you become familiar with the software. Call 1-800-841-2900 or e-mail [providersupport@mahealth.net](mailto:providersupport@mahealth.net) for more information.

## **Still billing on paper?**

You're missing out on:

- cleaner claims and 25% fewer errors;
- less clerical handling; and
- increased cash flow!

## **Need more information?**

Please call 1-800-841-2900 or e-mail [providersupport@mahealth.net](mailto:providersupport@mahealth.net).

To download the software or its most recent upgrade, go to: [www.mass.gov/masshealth/pcss](http://www.mass.gov/masshealth/pcss).

**Call**  
**1-800-841-2900**  
**to start using PCSS!**  
**[www.mass.gov/masshealth/pcss](http://www.mass.gov/masshealth/pcss)**

